



ROCHESTER PARK AND RECREATION DEPARTMENT

Parks, Areas and Facilities Naming Policy

Purpose:

The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks, recreational areas and facilities.

Objectives:

- Ensure that parks, recreational areas and facilities are easily identified and located.
- Ensure that names given to parks, recreational areas and facilities are consistent with the values and character of the area or neighborhood served.
- Encourage public participation in the naming and renaming of parks, recreation areas and facilities.
- Encourages the dedication of lands, facilities, or donations by individuals and/or groups.

Definition:

Parks, recreational areas and facilities: includes all property assets under the City's ownership and the Park and Recreation Department or Park Board's control including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

Criteria:

1. The following criteria shall be used in determining the appropriateness of the naming designation:
 - Geographic location (neighborhood, significant areas, etc.)
 - Natural features
 - A person or place of historical or cultural significance
 - A person, group, or feature particularly identified with the land or facility
2. The process to name parks, recreational areas and facilities should begin within 12 months after the City has acquired title to the land or formally accepted the dedication.
3. Conditions of property donation as agreed upon by the donor and the City shall be honored regarding the naming of the parks, recreational areas and facilities subject to these adopted policies.
4. Names that are similar to existing parks, properties or facilities in the City system (or other systems in the area) should not be selected in order to minimize confusion.

5. The City reserves the right to change the name to maintain consistency with these policies.

Procedure:

1. Naming of Parks, Recreational Areas and Facilities.
 - a. A citizen request for the naming of a park, recreational area or facility shall be submitted in writing to the Park and Recreation Board, through the Parks and Recreation Department.
 - b. When submitting a naming request the citizen should establish that the proposed name is consistent with the criteria stated in this policy. When naming after a person or persons, the application shall describe the contributions that person or persons has made to the City. Written documentation of approval by the subject or next of kin to be honored (if available/possible) is required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Parks and Recreation Board. If the request is incomplete, staff will contact the applicant and alert them to that fact and provide a reasonable period of time to resubmit a revised request.
 - c. The Park and Recreation Board will offer the opportunity for public input on the proposed naming. This will be accomplished by posting the naming proposal on the Park Board Agenda as a public hearing.
 - d. The Park and Recreation Department can initiate the naming process whenever deemed necessary and/or in the best interest of the City.
 - e. In the absence of any naming requests, the Park and Recreation Board shall adhere to criteria stated in this policy in recommendation of name.
2. Renaming of Parks, Recreational Areas and Facilities.

Renaming of parks, recreational areas and facilities carries with it a much greater burden of process compared to initial naming. Tradition and continuity of name and community identification are important community values. Each application must meet the criteria in this policy, but meeting all criteria does not ensure renaming.

 - a. A request for renaming of a park, recreational area or facility shall be submitted in writing to the Park Board, through the Parks and Recreation Department.
 - b. The request shall include the proposed name change, the purpose of the change, and how the proposed name change is consistent with the criteria established. When renaming after a person or persons, the application will describe the person or persons contributions to the City. Written documentation approval by the subject or next of kin to be honored (if available/possible) is

required as part of the proposal. City staff will review the proposal for adherence to the stated criteria and authentication of statements relative to contributions in the case of an individual before forwarding to the Park Board. If the request is incomplete, staff will contact the applicant, and provide them with the opportunity to resubmit a revised request.

- c. The Park Board will offer the opportunity for public input on the proposed naming. This will be accomplished by posting the naming proposal on the Park Board Agenda as a public hearing.